Employment as *title of position* at *organisational unit* with registration number PA *20XX/XXXX*

STATEMENT

Date:
Reg. no PA 20XX/XXXX

The position as *title of position* has been advertised (in accordance with current regulations) and the deadline for applications was *Date*. The position received *XX* applicants of whom *XX* were women and *XX* men.

*For teacher appointments: There are qualified applicants of both genders.*

The recruitment group consisted of *Name (title) and Name (title).*

The issue of conflict of interest has been addressed.

**Job specification**

For requirements and grounds for assessment, see the job specification for the position.

**Selection**

The right of priority with regard to sufficient qualifications for the position has been taken into account throughout the process.

*Description of the selection process and the methods for selection applied.*

*E.g. On the basis of the approved job specification, the following applicants were summoned to an initial interview:*

*Name (on the grounds of which qualifications)*

*The applicants who went on to a second round of interviews were:
Name (on the grounds of which qualifications)*

*Tests?*

*Work samples?*

*Reference checking?*

**Assessment**

The overall assessment is that *Name* is the applicant who best meets the requirements in the job specification. *Justification, based on how well the applicant’s qualifications correspond to the job specification. If there are several possible applicants, they may be ranked (with justification).*

We hereby decide to appoint *Name (personal identity number)* *as of Day Month Year and until further notice, or for the period from Day Month Year to Day Month Year.*

*Type of employment: fixed term employment e.g. LAS 5:1 ALVA*

*Extent of employment: XX %*

For *organisational unit,*

*Name Name*

Head of department Recruiting manager